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National Air Toxics Information Clearinghouse (NATICH) Database Users Guide for Data Entry and Editing

Radian Corp., Austin, TX

Prepared for

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This report will serve as guide for State and local agency personnel entering data into the National Air Toxics Information Clearinghouse (NATICH) database. The NATICH database is a computerized database which contains indexed information on toxic and potentially toxic air pollutants. This database has been established by EPA to support State and local programs in the ocntrol of non-criteria air pollutants.

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NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA Office of Air Quality Planning and Standards
Research Triangle Park, North Carolina 27711

STAPPA / ALAPCO State and Territorial Air Pollution Program Administrators
Association of Local Air Pollution Control Officials

NATICH Database Users Guide for Data Entry and Editing

February 1987

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NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

NATICH DATABASE USERS GUIDE FOR DATA ENTRY AND EDITING

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SECTION 1
THE NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

THE CLEARINGHOUSE

The U.S. Environmental Protection Agency (EPA) and the State and Territorial Air Pollution Program Administrators/Association of Local Air Pollution Control Officials (STAPPA/ALAPCO) jointly established the National Air Toxics Information Clearinghouse to support State and local agency efforts to control non-criteria air pollutants. The Clearinghouse makes it easier for Federal, State, and local agencies to exchange information about air toxics.

THE NATICH DATABASE

A computerized database (NATICH) forms the core of the Clearinghouse. It contains information collected from State and local agencies on their air toxics activities as well as research and risk assessment information from EPA and other organizations. Information collected from State and local agencies includes the following:

- State and local air toxics contacts;
- regulatory program descriptions;
- acceptable ambient concentrations;
- pollutant research and methods development activities;
- permitting data;
- ambient air monitoring information;
- source test data;
- emission inventory information; and
- agency publications and documents.

The NATICH database also contains research information collected from EPA and other organizations in two categories: descriptions of ongoing research and regulatory development projects, and bibliographic citations/abstracts for published documents. Information provided by EPA also includes preliminary EPA cancer risk analysis information.

The NATICH database resides on the National Computer Center's IBM mainframe computer and is designed for easy use. With a microcomputer or minicomputer, a modem, and an emulator package, you can have interactive viewing access to all database information and, with authorization, you can also have interactive data entry/update access to data for your agency. Interactive access means that you can ask questions of the database and receive answers via your computer terminal.

ENTERING DATA

You can enter data into the database in three ways: (1) by completing and returning the NATICH data collection forms; (2) by transferring information from your own computer files to the NATICH database via magnetic tape or diskette; and (3) by directly accessing the NATICH data entry and editing programs to enter or edit data for your agency.

The Clearinghouse distributes NATICH data collection forms to your agency and other State and local agencies each year. The Clearinghouse welcomes completed forms at any time. You can submit one or more forms as frequently as necessary to maintain the currency of the information in the database on your agency's air toxics activities. The seven data collection forms are:

Form 1 Agency General Information;

Form 2 Regulatory Program Information;

Form 3 Permitting Information;

Form 4 Ambient Monitoring Information;

Form 5 Source Testing Information;

Form 6 Agency Documents; and

Form 7 Air Toxics Emission Inventory Information.

Appendix A provides a complete set of data collection forms.

If you have information contained in computer files that could be transferred by computer rather than by completing the data collection forms, a magnetic tape or diskette containing the information is also welcome at any time. The Clearinghouse staff can use your tape or diskette to batch load the data into the NATICH database. To initiate a computer transfer, please contact Cindy Hintikka, Radian Corporation, (512) 454-4797.

If you have a microcomputer or minicomputer, modem, and a VT 100 ANSI full-screen emulator package, you can directly access NATICH data entry and editing programs to enter or update data for your agency. To protect system security, you are allowed access only to data files for your agency. You can enter new data or revise or delete existing data for your agency alone. The Clearinghouse welcomes and encourages you to enter or edit data for your own agency at any time.

This users guide was prepared to help you access and use the NATICH data entry and editing programs in order to enter and update data for your agency. Section 2 of this guide describes how to gain authority to access the NATICH data entry and editing programs. Section 3 provides an overview of how the data entry and editing system works. Section 4 guides you through each data entry and editing program. Additional guidance on logging on and off, use of the keyboard, and solving miscellaneous problems can be found in the appendices.

SECTION 2

ACCESS TO DATA ENTRY

HARDWARE AND SOFTWARE REQUIREMENTS

To enter and edit data for your agency in the NATICH database you will need a computer, modem, and a VT 100 ANSI full-screen emulator package such as Crosstalk® or Smarterm®.* The emulator package allows you to see data as it appears in the database. To communicate with the NATICH database, set up the following communications parameters:

- 1200 baud rate,
- even parity,
- full duplex,
- seven data bits,
- one stop bit, and
- VT 100 emulation.

AUTHORIZATION TO ENTER DATA

Follow these steps to obtain authority to enter data.

1. Set up an account with EPA. You will need to obtain a user ID, an account name, a FIMAS ID, a password, and the telephone number for your TYMNET network. TYMNET is the telephone network that connects you with the EPA computer. You will want to obtain a user ID for each user who will want to concurrently access the database. If you already have an account with EPA for interactive viewing access to information in the database, you do not need to change your account or open a new account to obtain authorization to enter data. To set up your account, contact your regional EPA air toxics contact listed below.

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*Use of trade names does not constitute an endorsement by EPA or STAPPA/ALAPCO.

2. Request authorization to enter data. When you set up an account with EPA, you have automatic interactive viewing access to all the information in the NATICH database. To gain access to data entry programs to enter or update data for your agency, your assigned access level must be upgraded by the Data Base Administrator. To request authorization to enter data, contact the EPA Clearinghouse staff at (919) 541-5519 or FTS 629-5519.

If you already have an account with EPA, you need only request authorization to enter data.

CONTACTS

To set up an account with EPA, contact:

EPA Regional Office Air Toxics Contacts

Region	Contact	
I	Sarah Levison (617) 565-3232	FTS 835-3232
	Margaret McDonough (617) 565-3231	FTS 835-3231
II	Bob Kelly (212) 264-2517	FTS 264-2517
III	Paul Racette (215) 597-9009	FTS 597-9009
	Iz Milner (215) 597-9090	FTS 597-9090
IV	Melvin Russell (404) 347-2864	FTS 257-2864
V	Harriet Croke (312) 353-6009	FTS 353-6009
VI	Kathi Moore (214) 767-2744	FTS 729-2744
	Jill Lyons (214) 767-9187	FTS 729-9187

Region	Contact	
VII	Bob Chanslor (913) 236-2893	FTS 757-2893
VIII	Dewitt Baulch (303) 293-1761	FTS 564-1761
IX	Kathy Diehl (415) 974-8381	FTS 454-8381
X	Dana Davoli (206) 442-1757	FTS 399-1757

To request authorization to enter data, contact:

EPA Clearinghouse Staff
John Vandenberg, Beth Hassett, or Nancy Riley
Pollutant Assessment Branch, MD-12
U.S. Environmental Protection Agency
Research Triangle Park, NC 27711
(919) 541-5519 FTS 629-5519

For more information on the NATICH database or if you are generally having problems using the database, contact the EPA Clearinghouse staff at the address or telephone number listed above.

SECTION 3
THE DATA ENTRY SYSTEM

SCREEN ORIENTATION

The NATICH interactive data entry system is screen-oriented. Its design allows you to enter data without specific knowledge of the NATICH database physical design or the programming language. It works by displaying forms on the screen which are very similar to the data collection forms (see Appendix A) used to manually collect data. User prompts guide you each time you are presented with a menu selection or blank to fill in. The data entry system obtains the data as you enter it on the screen, and after you transmit the screen, adds it to the proper field and record in the database -- all transparent to you.

MENU CHOICES

If you have authorization to enter/edit data, when you log onto the NATICH database (see Appendix B for log on procedures) you will immediately see the HOME MENU which gives you a choice of selecting:

1. Clearinghouse Reports, or
2. User Data Entry.

If you select #1, the REPORTS MENU appears. For guidance on using the report programs, consult the NATICH Database Users Guide for Data Viewing. If you select #2, the FORMS MENU appears. The FORMS MENU will list the name, address, and telephone number of your agency and reminds you that all data entered will be for this agency. It gives you a choice of selecting a specific form:

1. Agency General,
2. Regulatory Program,

3. Permitting,

4. Ambient Monitoring,

5. Source Testing,

6. Agency Documents, and

7. Emissions Inventory.

You can enter a number from this list to go to a specific form, or you can enter:

HO to return to the HOME MENU, or

QU to quit.

When you arrive at a specific form (1-7), you will see either a data entry screen or a menu for that specific form, depending on the size of the form. For example, Form 1 for agency general information is short. When you select Form 1, you go directly to a data entry screen in which you can revise your agency name, address, and telephone number, and enter or update air toxics contact names and telephone numbers. However, when you select Form 2, you go first to the FORM 2 MENU. The FORM 2 MENU next directs you to different parts of the form:

Part II Air Toxics Program Information,

Part III Acceptable Ambient Concentrations/Standards,

Part IV Pollutant Research,

Part V Methods Development Activities, and

Part VI Non-Health Related Impacts.

The NATICH data entry menus are arranged hierarchically, which means that you can step forward to a subordinate menu or step backward to the preceding

(parent) menu. Figure 1 illustrates this relationship. You can leave the data entry programs from either the HOME MENU or the FORMS MENU.

QUALITY CONTROL

The usefulness of the NATICH database to you and other users is dependent, of course, on the quality of data you and others enter into the database. The NATICH database controls the quality of the data entered into the database in two important ways. (1) You must confirm that the information you have entered on a screen is what you want to enter into the database before the transaction is final. (2) The database automatically validates certain important data parameters, such as Chemical Abstracts Service Registry Numbers (CAS #s), before you can enter any information related to that parameter.

Data Confirmation

The data confirmation function is designed to minimize entry of spurious or erroneous data. When you enter data on a data entry screen, you have the opportunity to save the data in the database or to escape from the transaction. You will see at the bottom of each data entry screen:

OK to save this screen after entering/editing data

E to escape

SELECTION OK

The default selection is "OK". If you want to save the data you have entered on a screen, press the "RETURN" key to enter "OK". After entering "OK" to save a screen, the screen remains in view and the message appears:

"You have successfully saved the screen shown above."

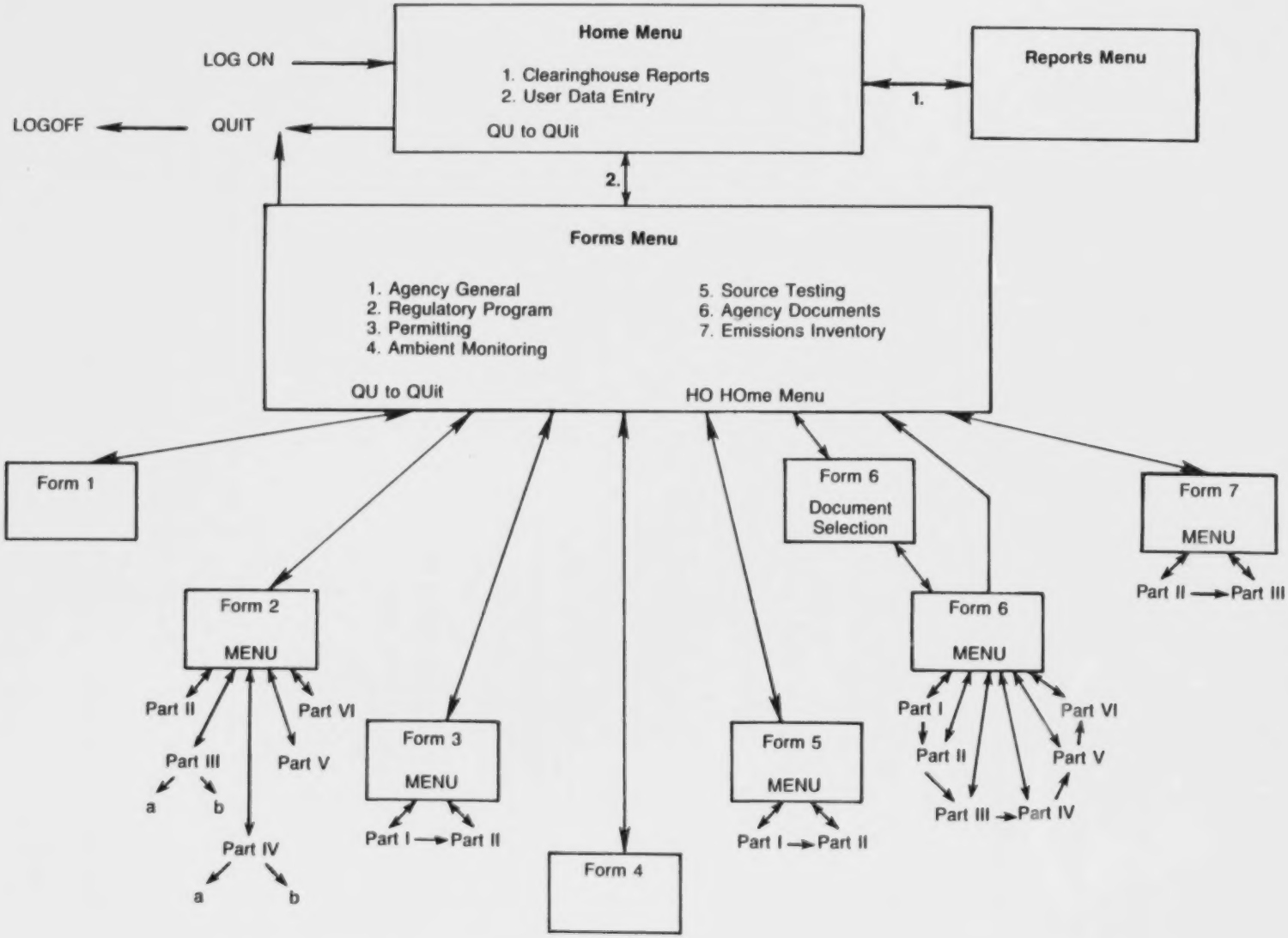

Figure 1. The NATICH Data Entry System

You can now select:

FE to Further Enter/Edit this data

CO to COntinue [if appropriate]

PA PArent Menu

SELECTION:___

The "CO" choice is present when it is logical to enter more data on the same screen or to move to the next data entry screen in a sequence. The default selection is "PA" to return to the Parent Menu, unless "CO" is present. The default selection is "CO" when it is present as a choice. If you enter "CO", you will either continue with the same data entry screen or continue to the next screen in the sequence, depending on where you are in the process. (The prompt will usually tell you where "CO" will take you.) If you enter "FE", the cursor will return to the first field on the data entry screen and you can further edit the data. Again, you will be asked to confirm the data you have entered.

If you made an error and do not wish to save a screen, move the cursor to the selection box and enter "E" (to escape). Remember to press the space bar to erase the "K" from the default "OK". Now press the "RETURN" key. You will return to the Parent Menu and the message will appear on the bottom of the screen:

"The preceding screen was not saved because Escape was entered."

You can now choose from the menu selections displayed on the Parent Menu to reenter the data or to enter other data.

Data Validation

The NATICH database will not allow you to enter a CAS # (Chemical Abstracts Service Registry Number), an SIC Code (Standard Industrial Classification Code), or an SCC (Source Classification Code) unless it is known to the database. All valid SIC Codes and SCCs and more than 2,000 CAS #s are known to the database. This data validation function is intended to prevent the entry of erroneous CAS #s, SIC Codes, and SCCs. This is extremely important because the data, in large part, are keyed to and retrieved by these parameters.

If you enter a CAS #, SIC Code, or SCC that is not known to the database, you will see a message informing you that the [CAS #, SIC Code, SCC] is not known to the database and to contact the Clearinghouse staff. If you receive this message after entering an SIC Code or an SCC, please check for typing or other errors because all valid SIC Codes and SCCs are known to the database. If you receive this message after entering a CAS #, it may be a valid CAS # that is not known to the database. To add the CAS # to the database, please contact the EPA Clearinghouse staff (John Vandenberg, Beth Hassett, or Nancy Riley) at (919) 541-5519 or FTS 629-5519.

SECURITY

Data entry and editing access to data for your agency is available only to the Clearinghouse staff and to employees of your agency. No one else can gain access to data in your agency's file. Security can be enhanced by your agency by maintaining strict oversight of the data entry function and by limiting the number of agency personnel with authorization to enter and edit data.

Persons who enter data into the database are accountable for the quality of the data they enter. Although transparent to the user, all data entered into the database are stamped with the date and the user ID used to gain access to the data entry function. This allows the Clearinghouse staff to monitor all data entry and update activities.

GENERAL INSTRUCTIONS FOR ENTERING AND EDITING DATA

1. Log on using the log on procedures in Appendix B.

2. From the HOME MENU select "2" to go to the user data entry programs (FORMS MENU).

3. Select the form that corresponds to the data you wish to enter or edit.

4. When you encounter a data entry screen, enter or edit data in each field, as appropriate, by typing from the keyboard. (Consult Appendix C for guidance on keyboard usage.) If data already exist in the database, you will retrieve a screen with that data which you can modify. If data have not been entered, you will be presented a screen with empty entry fields.

5. Use the "TAB" key to move from field to field. (Note: depending on the emulator you are using, it may be necessary to use a function key instead of the "TAB" key.)

6. Leave blank any fields that do not apply to your agency's air toxics control activities.

7. To edit, type over existing data in the field. Remember to "erase" any remaining characters or numbers from the old data by using the space bar (or zeros, if you are in a "packed" numeric field). The data entry program will save and transmit to the database the data exactly as you see it on the screen.

8. Use the comment fields to provide more detailed descriptions of your agency's air toxics activities and to clarify or expand data you have entered into the database.

9. Move from one form to another by returning to the FORMS MENU. You can return to the FORMS MENU by entering "PA" (for Parent Menu) one or more times, depending on where you are in the menu system.

10. If you want to review the data you have entered as it appears in the database, or view other data, return to the HOME MENU and select "1" to go to the Clearinghouse report programs. Use the REPORTS MENU to retrieve the data you want to view. (Note: Some data may not be retrievable at this time. Report programs will be modified to display data new to the system in 1987.)

11. When you are ready to end the session, enter "QU" from either the FORMS MENU or the HOME MENU.

12. Log off using the log off procedures in Appendix B.

13. If you encounter a problem, consult Appendix D for potential solutions.

Section 4 provides specific guidance on entering and editing data on the seven data entry forms. For each form, it describes the content, gives step-by-step instructions, discusses certain restrictions, and explains terms or phrases which appear on the screen.

SECTION 4
DATA ENTRY FORMS

FORM 1 AGENCY GENERAL INFORMATION

Content

Go to Form 1 to revise your agency's name, address, and telephone number, and to enter or update contact names, telephone numbers, and work years in seven subject areas: regulatory program, permitting, source tests, ambient monitoring, emissions inventory, health effects, and indoor air. When you select Form 1 from the FORMS MENU, you go directly to the data entry screen for these data. There is no menu for Form 1. All data appear on one screen. A copy of the Form 1 data collection form is included in Appendix A.

Instructions

1. Use the "TAB" key to move from field to field.

2. Enter/edit data in each field, as appropriate.

3. If there is no contact name for a subject area, leave blank or enter "None".

4. Enter a telephone number for each contact name, even if it is the same as the agency telephone number.

5. Use the "RETURN" key to transmit the completed form.

Restrictions

1. The "Work Years" field is a numeric field which will only accept values from 0.1 to 99.9.

Glossary

Work Years - number of labor-years assigned to air toxics on an annual basis, including management levels (range from 0.1 to 99.9 acceptable).

FORM 2 REGULATORY PROGRAM INFORMATION

Content

Use Form 2 to enter and edit descriptive information about your agency's air toxics control program. When you select Form 2 from the FORMS MENU, you will go to the FORM 2 MENU. This menu directs you to individual parts of Form 2:

Part II Air Toxics Program Information,
Part III Acceptable Ambient Concentrations/Standards,
Part IV Pollutant Research,
Part V Methods Development Activities, and
Part VI Non-Health Related Impacts.

Part II asks 17 yes/no questions about your air toxics control program and provides space for comments or clarification. Part III requests, on a pollutant-specific basis, the CAS #, acceptable ambient concentration or standard, averaging time, and the basis of the concentration or standard and related information. Part IV requests information on pollutant research, including CAS #, type of research or assessment activities, and the availability of supporting documentation. Part V asks for descriptive information on methods development or research in eight areas: (1) emissions testing, (2) ambient monitoring, (3) dispersion modeling application, evaluation, and/or development, (4) accident prevention and/or emergency response procedures, (5) ambient exposure assessment, (6) emissions modeling from non-traditional sources, (7) indoor air characterization, mitigation, and (8) other. Part VI provides space to enter descriptive information on case studies of non-health related impacts of non-criteria air pollutants, such as materials or vegetation damage. A copy of the Form 2 data collection form is included in Appendix A.

Instructions

General

1. From the FORM 2 MENU, select the part that corresponds to the data you wish to enter or edit.

2. Return to the FORM 2 MENU to move from one part to another.

Part II Air Toxics Program Information

3. Enter "Y" (Yes) or "N" (No) in response to each of the 17 questions.

4. Questions 1-8 appear on the first data entry screen. Questions 9-17 appear on the second data entry screen. Space to enter comments or clarifications appears on a third screen. After saving each screen by entering "OK", review what you have typed and press the "RETURN" key when the "CO" prompt appears to proceed to the next screen. The prompts will guide you along.

5. Use the comments field to provide more detailed information on your air toxics control program or to clarify answers to any of the 17 questions. If your comment refers to a specific question, please reference the question number.

Part III Acceptable Ambient Concentrations/Standards

6. Part III begins with a submenu from which you can enter "1" to enter or edit pollutant-specific acceptable ambient concentrations/standards or "2" to enter or edit comments. Select either "1" or "2".

7. To enter or edit acceptable ambient concentrations or standards, you must first enter the CAS # of the pollutant. Enter the CAS #, including each dash (-) between number sets, in the space provided. Consult the NATICH Database Report on State and Local Agency Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter.

8. The NATICH database validates each CAS # you enter against a list known to the system. If the CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the database. You cannot enter information on a pollutant until the CAS # is added to the database. Enter another CAS # or return to the FORM 2 MENU.

9. After you enter a valid CAS #, you will next see a data entry screen. The screen displays your agency's name, the CAS #, and the pollutant name, which are nonmodifiable, and the data entry fields. Move from field to field using the "TAB" key.

10. The value field for Concentration/Standard is a "packed field." Only numeric characters can be entered in a packed field. Unless data have already been entered for this pollutant, the database automatically fills the field with the value "0.000." Type over this value to enter an acceptable ambient concentration or standard. To move over "empty" characters, use a cursor control key (->) rather than the space bar.

11. Averaging time refers to the period of time (e.g., 8 hr, 1 yr) over which a range of values may be averaged to determine compliance with a guideline or standard. Enter an averaging time for each acceptable ambient concentration/standard.

12. The fields for Basis consist of four yes/no responses labeled a, b, c, and d. These letters reference four footnotes which do not appear on the screen due to space limitations. (They appear on the hard copy data collection forms.) The letters "a," "b," "c," and "d" refer to the basis for the acceptable ambient concentration or standard:

    a. Occupational Exposure Level (e.g., TLV)/safety factor,

    b. Agency-sponsored original research,

    c. Adoption of ambient concentration set by another agency or group, and

    d. Other, please specify under comments.

13. If the concentration or standard is based on an Occupational Exposure Level (OEL), please indicate the OEL source (ACGIH, OSHA, or NIOSH) and enter the safety factor used.

14. After entering "OK" to save the data for a specific pollutant, you may continue to add data on additional pollutants without returning to the FORM 2 MENU by pressing the "RETURN" key when the "CO" prompt appears.

15. Use the Comment field to provide more details on your agency's use of acceptable ambient concentrations or standards in general or to clarify the information provided for a specific pollutant. If a comment refers to a specific pollutant, please reference the CAS #.

Part IV Pollutant Research

16. Part IV also begins with a submenu from which you can enter "1" to enter or edit pollutant research information or "2" to enter or edit comments. Select either "1" or "2".

17. To enter or edit pollutant research information, you must first enter the CAS # of the pollutant. The procedure is identical to the procedure outlined in Part III (see Steps 7, 8, and 9).

18. The fields for type of research/assessment activity consist of eight yes/no responses labeled with acronyms for types of research. Enter "Y" for yes for all that apply. The acronyms are not defined on the screen due to space limitations. (They appear on the hard copy data collection forms.) The acronyms refer to types of research:

    HA Health Assessment,

    SA Source Assessment,

    EA Exposure Assessment,

    TT Toxicity Testing,

    ES Epidemiological Study,

    MS Monitoring Study,

    EF Emission Factor Development, and

    RA Risk Assessment.

19. You can also enter a six character abbreviation for another type of research under the field labeled Other. If the abbreviation is not self-explanatory, please use the Comments field to explain.

20. Enter a "Y" (Yes) or "N" (No) to indicate the availability of supporting documentation for the research. If documentation is available, please identify the document using Form 6.

21. Use the Comment field to provide more details on your agency's pollutant research program in general or to clarify the information provided for a specific pollutant or type of research. If a comment refers to a specific pollutant, please reference the CAS #.

Part V Methods Development Activities

22. Enter "Y" (Yes) or "N" (No) and a narrative explanation if appropriate to indicate if your agency sponsors or participates in methods development or research in any of the eight areas listed.

23. The size of the field for a narrative explanation of a specific methods development activity is limited to five lines of 50 characters each. Make your explanation concise. If you wish to enter new information on a specific methods development activity and the Explanation field is full, overwrite information which is no longer current.

24. If a methods development activity is documented in a report or document, please identify the document using Form 6.

25. Each data entry screen contains space to enter data on two of the eight methods development activities. After saving each screen by entering "OK", review what you have typed and press the "RETURN" key when the "CO" prompt appears to proceed to the next screen. The prompts will guide you along.

Part VI Non-Health Related Impacts

26. Part VI consists of space to enter descriptive information on case studies of non-health related impacts of non-criteria air pollutants (e.g., materials, vegetation damage). The size of the field is limited to 10 lines of 72 characters each. Make your description concise. If the field is full and you wish to enter new information, overwrite information which is no longer current.

27. If a case study of non-health related impacts is documented in a report or document, please identify the document using Form 6.

Restrictions

1. You can enter pollutant-specific information using the CAS # only. You cannot enter pollutant-specific information using the pollutant name, except in the Comments and other narrative fields.

2. You can only enter CAS #s known to the database. If you attempt to enter a CAS # which is not known to NATICH, you will receive a message to contact the Clearinghouse staff to add a valid CAS #.

3. The Clearinghouse plans to expand the capabilities of the system in the future to allow more than one acceptable ambient concentration/standard per pollutant (CAS #) for your agency. However, at this time, if your agency has established different concentrations/standards for different averaging times, for example, only one value can be entered.

Glossary

Acceptable Ambient Concentration - informally designated, maximum ambient air concentration of a specific pollutant which serves as a guideline for permitting or other air toxics control decisions. (NOTE: This definition includes other terminology such as Hazard Limiting Value.)

Air Toxics Control Program - formal or informal program, policy, or procedures to control or evaluate the emissions to the air of non-criteria pollutants.

- In Place - a program is considered in place if, in addition to delegation of NESHAPs authority: (1) specific jurisdiction has been delineated; (2) resources have been allocated; and (3) a control program has been implemented. (NOTE: A program can be considered "in

place" if it meets the above three conditions even if it continues to evolve.)

- Under Development - a program is considered under development if: (1) specific jurisdiction has not been delineated; (2) resources have not been allocated; or (3) a control program has not been implemented.

Ambient Standard - formally-adopted, maximum allowable ambient air concentration of a specific pollutant.

Averaging Time - period of time over which a range of values (e.g., ambient concentrations) may be averaged to determine compliance with a guideline or standard.

CAS # - Chemical Abstracts Service Registry Number.

Control Technology Requirements - source requirements which cover pollution control equipment, processes, design, work practices, and/or operating and maintenance conditions.

Emission Factor Development (EF) - study in which the primary emphasis is the development of generic values that can be used to estimate emissions of specific pollutants or groups of pollutants at a source.

Epidemiological Study (ES) - study in which the primary emphasis is the incidence and distribution of disease in the human population.

Exposure Assessment (EA) - study in which the primary emphasis is the quantification of the extent of human exposure to a specific pollutant or group of pollutants (i.e., the number of persons exposed to a range of concentration levels and the duration of exposure).

Health Assessment (HA) - study in which the primary emphasis is the collection and review of health effects data for a specific pollutant or group of pollutants.

Monitoring Study (MS) - study in which the primary emphasis is the quantification of concentrations of specified pollutants in air.

Occupational Exposure Level (OEL) - value set by groups such as the American Conference of Governmental Industrial Hygienists (ACGIH), the Occupational Safety and Health Administration (OSHA), or the National Institute for Occupational Safety and Health (NIOSH) representing the airborne concentration of a specific contaminant, to which nearly all workers may be exposed, day after day in the workplace, without adverse effect.

Risk Assessment (RA) - study in which the primary emphasis is the quantification of the probability of adverse health consequences of a specific hazardous, or potentially hazardous, situation.

Safety Factor - number (often expressed as a fraction or a percent) used to adjust an occupational exposure level and duration to an ambient exposure level and duration to reflect protection of sensitive populations, uncertainty in health effects, etc.

Source Assessment (SA) - study in which the primary emphasis is the collection and review of emissions and control technology data for a specific source or source category.

Toxicity Testing (TT) - tests for mutagenicity, teratogenicity, carcinogenicity, acute or chronic toxicity, or other health effects in laboratory animals or *in vitro* test systems.

FORM 3 PERMITTING INFORMATION

Content

Use Form 3 to enter and update air toxics permitting information. When you select Form 3 from the FORMS MENU, you will go to the FORM 3 MENU. This menu directs you to the two parts of Form 3:

Part I General Information, and
Part II Permitted Facilities.

Part I consists of several Yes/No and fill-in-the-blank questions about your agency's permitting activities. Part II requests specific information on permitted facilities emitting non-criteria air pollutants including the permit ID number, Y/N for notable permit, facility category, the year the permit was issued and the last year amended, SIC Code, control equipment, comments, and for each non-criteria pollutant permitted, the SCC, CAS #, emission limit or equivalent, and source of emissions subject to the limit. A copy of the Form 3 data collection form is included in Appendix A.

Instructions

General

1. From the FORM 3 MENU, select the part that corresponds to the data you wish to enter or edit.

2. After entering "OK" to save the data for Part I, you can proceed directly from Part I to Part II without returning to the FORM 3 MENU. To do this, press "RETURN" when the "CO" prompt appears.

Part I General Information

3. Use the "TAB" key to move from one field to the next and enter data in response to each question.

Part II Permitted Facilities

4. To enter or edit information on permitted facilities, you must first enter a unique permit ID number. The information is filed and retrieved in the database using the permit ID number.

5. When you enter a permit ID number, you will next see a data entry screen which displays your agency's name and the permit ID number, which are nonmodifiable, and fields to describe the permitted facility. Move from field to field using the "TAB" key.

6. One field on this screen is for the SIC Code. You must enter an SIC Code known to the database in order to proceed. The database contains a comprehensive list of valid SIC codes. If you enter an SIC Code not known to NATICH, you will be informed by a message on the screen. Please check the SIC Code you entered for accuracy. Consult the Clearinghouse staff if the problem persists.

7. Use the Comment field to provide more details or to clarify information provided on the permitted facility.

8. After entering "OK" to save the data describing a specific permitted facility, press "RETURN" when the "CO" prompt appears to enter pollutant-specific information for the permit. If there is no pollutant-specific information for this permitted facility, you may enter "NE" to enter data on the next permit. The prompts will guide you along.

9. To enter or edit pollutant-specific information for a permitted facility, you are first asked to enter a Source Classification Code (SCC) and a CAS #. The SCC is optional; however, a CAS # must be entered to proceed. Enter the CAS # and, if available and applicable, the SCC in the spaces provided. Include each dash (-) between number sets. You can enter two SCC/CAS # combinations at one time (on the same screen). Consult the NATICH Database Report on State and Local Agency Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter. Consult the EPA AEROS Manual of Codes (EPA 450/2-76-005b) for a comprehensive list of SCCs.

10. The NATICH database validates each SCC and CAS # you enter against a list known to the system. If the SCC or CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the SCC and/or CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the database. You cannot enter information on a pollutant until the CAS # is added to the database. Enter another SCC/CAS # combination or return to the FORM 3 MENU.

11. When you enter a valid SCC/CAS # combination or a valid CAS # (SCC field blank), you will next see a data entry screen. The screen displays your agency's name, the permit ID number, the SCC, the CAS #, and the pollutant name, which are nonmodifiable, and fields to enter the emission limit or equivalent and source of emissions subject to limit. Move from field to field using the "TAB" key.

12. The value field for Emission Limit or Equivalent is a "packed field." Only numeric characters can be entered in a packed field. Unless data have already been entered for this SCC/CAS # combination, the database automatically fills the field with the value "0.000." Type over this value to enter an emission limit or equivalent. To move over "empty" characters, use a ursor control key (->) rather than the space bar.

13. The field labeled Source of Emissions Subject to Limit refers to the general type of emission points which are subject to the specified emission limit (e.g., total or all emissions, process emissions, handling emissions, storage emissions, fugitive emissions, combustion emissions, and/or other emissions). The source may relate to the SCC.

14. After entering "OK" to save the data for a specific SCC/CAS # combination, you may continue to add data on additional SCC/CAS # combinations for the same permit without returning to the FORM 3 MENU by pressing the "RETURN" key when the "CO" prompt appears. The "NE" prompt will allow you to enter data on the next permit.

15. Please do not enter the same SCC/CAS # combination more than once under any one permit ID number.

Restrictions

1. You must enter a permit ID number to enter or edit information on permitted facilities.

2. You can enter pollutant-specific information using the CAS # only. You cannot enter pollutant-specific information using the pollutant name, except in the Comments field.

3. You can only enter CAS #s, SIC Codes, and SCCs known to the database. If you attempt to enter a CAS #, SIC Code, or SCC which is not known to NATICH, you will be informed by a message on the screen.

4. The database can accommodate only one emission limit per pollutant (CAS #) for any one Standard Classification Code (SCC) under a given permit ID number. After information on a specific permit ID number/SCC/CAS # combination is entered in the database, any subsequent entry for the same permit ID number/SCC/CAS # combination is considered an update and will

replace the previous entry. If you have more than one emission limit for any one CAS # under the same permit ID number and SCC, you can enter the data if you modify your permit ID number (e.g., by appending a letter sequence such as A, B, C...) to make each permit ID number/SCC/CAS # record unique.

Glossary

CAS # - Chemical Abstracts Service Registry Number.

Emission Limit or Equivalent - the maximum quantity of the pollutant that may be emitted to the atmosphere pursuant to permit requirements.

Facility - an establishment at a specific site (e.g., a manufacturing plant or hazardous waste landfill).

Facility Category - general type of facility in terms of the activity in which the facility is engaged (e.g., textile mill, paper mill, chemical manufacturing plant, petroleum refinery, hazardous waste management facility, etc.).

Notable Permit - a permit that your agency believes is not routine and may be of particular interest to other agencies. Please specify in the Comments what is notable about the permit (e.g., if it is based on a risk assessment, if it is a BACT/LAER determination, if it is from an unusual source type or includes unusual pollutants, if it received an unusual evaluation, etc.).

Permit Identification Number - any number, code, or other identifier that the agency uses in reference to the permit for a specific facility.

SCC - Source Classification Code.

SIC Code - Standard Industrial Classification Code.

Source of Emissions - general type of emission points which are subject to the specified emission limit (e.g., total or all emissions, process emissions, handling emissions, storage emissions, fugitive emissions, combustion emissions, and/or other emissions).

FORM 4 AMBIENT MONITORING INFORMATION

Content

Use Form 4 to enter and update information on ambient monitoring of non-criteria pollutants in your jurisdiction. Data entry fields include CAS #, year measured, location of measurement (city, county), the sampling technique, and analytical method. When you select Form 4 from the FORMS MENU, you go directly to the first data entry screen for these data. There is no menu for Form 4. A copy of the Form 4 data collection form is included in Appendix A.

Instructions

1. To enter or edit ambient monitoring information, you must first enter the CAS # of the pollutant monitored. Enter the CAS #, including each dash (-) between number sets, in the space provided. Consult the NATICH Database Report on State and Local Agency Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter.

2. The NATICH database validates each CAS # you enter against a list known to the system. If the CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the database. You cannot enter information on a pollutant until the CAS # is added to the database. Enter another CAS # or return to the FORM 4 MENU.

3. When you enter a valid CAS #, you will next see a data entry screen. The screen displays your agency's name, the CAS #, and the pollutant name, which are nonmodifiable, and the data entry fields. Move from field to field using the "TAB" key.

4. The fields for Sampling Technique and Analytical Method are limited in size. Make your description concise.

5. The "CO" prompt will allow you to add another monitoring record for the same pollutant. The "NE" prompt will take you to the pollutant identification screen so that you can enter monitoring data for another pollutant.

Restrictions

1. You can enter monitoring information using the CAS # only. You cannot enter information using the pollutant name.

2. You can only enter CAS #s known to the database. If you attempt to enter a CAS # which is not known to NATICH, you will receive a message to contact the Clearinghouse staff to add a valid CAS #.

Glossary

Analytical Method - methodology used to analyze sample for chemical constituents (e.g., gas chromatography/mass spectrometry (GC/MS), gas chromatography-electron capture detection (GC-ECD), etc.).

CAS # - Chemical Abstracts Service Registry Number.

Sampling Technique - technique used to collect ambient air sample (e.g., single or multi-stage solid sorbent tubes, cryogenic traps, charcoal traps, particulate samplers, etc.).

FORM 5 SOURCE TESTING INFORMATION

Content

Use Form 5 to enter and update air toxics source testing information. When you select Form 5 from the FORMS MENU, you will go to the FORM 5 MENU. This menu directs you to the two parts of Form 5:

Part I General Information, and
Part II Tested Facilities.

Part I consists of one fill-in-the-blank question about your agency's source testing activities. Part II requests specific information on tested facilities emitting non-criteria air pollutants, including the test ID number, Y/N for notable source test, facility category, test date, SIC Code, sampling technique, analytical method, comments, and for each non-criteria pollutant tested, the SCC, CAS #, measured emission rate, and location of measurement. A copy of the Form 5 data collection form is included in Appendix A.

Instructions

General

1. From the FORM 5 MENU, select the part that corresponds to the data you wish to enter or edit.

2. After entering "OK" to save the data for Part I, you can proceed directly from Part I to Part II without returning to the FORM 5 MENU if you press the "RETURN" key when the "CO" prompt appears.

Part I General Information

3. Enter data in response to the single question and use the "TAB" key to move to the Selection box and proceed.

Part II Tested Facilities

4. To enter or edit information on tested facilities, you must first enter a test ID number. The information is filed and retrieved in the database using the test ID number.

5. When you enter a test ID number, you will next see a data entry screen which displays your agency's name and the test ID number, which are non-modifiable, and fields to describe the tested facility. Move from field to field using the "TAB" key.

6. One field on this screen is for the SIC Code. You must enter an SIC Code known to the database to proceed. The database contains a comprehensive list of valid SIC codes. If you enter an SIC Code not known to NATICH, you will be informed by a message on the screen. Please check the SIC Code you entered for accuracy. Consult the Clearinghouse staff if the problem persists.

7. Use the Comment field to provide more details or to clarify information provided on the tested facility.

8. After entering "OK" to save the data describing a specific tested facility, press the "RETURN" key when the "CO" prompt appears to enter pollutant-specific information for the source test. If there is no pollutant-specific information for this source test, you may enter "NE" to enter data on the next source test. The prompts will guide you along.

9. To enter or edit pollutant-specific information for a tested facility, you are first asked to enter a Source Classification Code (SCC) and a CAS #. The SCC is optional; however, a CAS # must be entered to proceed. Enter the CAS # and, if available and applicable, the SCC in the spaces provided. Include each dash (-) between number sets. You can enter two SCC/CAS # combinations at one time (on the same screen). Consult the

NATICH Database Report on State and Local Agency Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter. Consult the EPA AEROS Manual of Codes (EPA 450/2-76-005b) for a comprehensive list of SCCs.

10. The NATICH database validates each SCC and CAS # you enter against a list known to the system. If the SCC or CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the SCC and/or CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the database. You cannot enter information on a pollutant until the CAS # is added to the database. Enter another SCC/CAS # combination or return to the FORM 5 MENU.

11. When you enter a valid SCC/CAS # combination or a valid CAS # (SCC field blank), you will next see a data entry screen. The screen displays your agency's name, the test ID number, the SCC, the CAS #, and the pollutant name, which are nonmodifiable, and fields to enter the measured emission rate and location of measurement. Move from field to field using the "TAB" key.

12. The value field for Measured Emission Rate is a "packed field." Only numeric characters can be entered in a packed field. Unless data have been entered for this SCC/CAS # combination, the database automatically fills the field with the value "0.000." Type over this value to enter a measured emission rate. To move over "empty" characters, use a cursor control key (->) rather than the space bar.

13. The field labeled Location of Measurement refers to the general type of emission point(s) at which the specified measured emission rate was found (e.g., total for plant, process equipment, handling operations, storage containers, fugitive, combustion equipment, and/or other equipment). The location of measurement may relate to the SCC.

14. After entering "OK" to save the data for a specific SCC/CAS # combination, you may continue to add data on additional SCC/CAS # combinations for the same source test without returning to the FORM 5 MENU by pressing the "RETURN" key when the "CO" prompt appears. The "NE" prompt will allow you to enter data on the next source test.

15. Please do not enter the same SCC/CAS # combination more than once under any one test ID number.

Restrictions

1. You must enter a unique test ID number to enter or edit information on tested facilities.

2. You can enter pollutant-specific information using the CAS # only. You cannot enter pollutant-specific information using the pollutant name, except in the Comments field.

3. You can only enter CAS #s, SIC Codes, and SCCs known to the database. If you attempt to enter a CAS #, SIC Code, or SCC which is not known to NATICH, you will be informed by a message on the screen.

4. The database can accommodate only one emission rate per pollutant (CAS #) for any one Standard Classification Code (SCC) under a given test ID number. After information on a specific test ID number/SCC/CAS # combination is entered in the database, any subsequent entry for the same test ID number/SCC/CAS # combination is considered an update and will replace the previous entry. If you have more than one emission rate for any one CAS # under the same test ID number and SCC, you can enter the data if you modify your test ID number (e.g., by appending a letter sequence such as A, B, C...) to make each test ID number/SCC/CAS # record unique.

Glossary

Analytical Method - methodology used to analyze sample for chemical constituents (e.g., gas chromatography/mass spectrometry (GC/MS), gas chromatography electron capture detection (GC-ECD), etc.).

CAS # - Chemical Abstracts Service Registry Number.

Facility - an establishment at a specific site (e.g., a manufacturing plant or hazardous waste landfill).

Facility Category - general type of facility in terms of the activity in which the facility is engaged (e.g., textile mill, paper mill, chemical manufacturing plant, petroleum refinery, hazardous waste management facility, etc.).

Location of Measurement - general type of emission point(s) at which the specified measured emission rate was found (e.g., total for plant, process equipment, handling operations, storage containers, fugitive, combustion equipment, and/or other equipment).

Measured Emission Rate - rate of emissions (e.g., g/sec, lb/hr) for a particular pollutant at a specified location.

Notable Source Test - a source test that your agency believes is not routine and may be of particular interest to other agencies. Please specify in the Comments what is notable about the source test (e.g., if it is an unusual source type or includes unusual pollutants, if it is based on new or experimental sampling or analysis methods, etc.).

Sampling Technique - technique used to collect source test sample (e.g., single or multi-stage solid sorbent tubes, cryogenic traps, charcoal traps, particulate samplers, etc.).

SCC - Source Classification Code.

SIC Code - Standard Industrial Classification Code.

Test Identification Number - any number, code, or other identifier that the agency uses in reference to a source test for a specific facility.

FORM 6 AGENCY DOCUMENTS

Content

Use Form 6 to enter and update information on documents available from your agency or other agencies within your State or locality which you believe will be of interest to other Clearinghouse users. The form first requests a unique document number. Next, you are presented with the FORM 6 MENU which directs you to six data entry screens: (1) the citation (title, author(s), date of completion, and number of pages), (2) document types, (3) sponsor acronyms, (4) abstract, (5) key words - SIC Codes, and (6) key words - CAS #s. A copy of the Form 6 data collection form is included in Appendix A.

Instructions

General

1. When you select Form 6, you will be presented with a data entry screen which requests a document number. You must enter a document number to proceed. See specific instructions below to correctly enter a document number.

2. After you enter a document number, you arrive at the FORM 6 MENU. The menu directs you to six data entry screens. When entering a new document, you should proceed through the screens sequentially. After entering and saving data on one screen, you can proceed directly to the next data entry screen in the sequence without returning to the FORM 6 MENU. To do this, press "RETURN" when the "CO" prompt appears. If you are updating a record for an existing document, you can go directly to the screen that corresponds to the data you wish to add or edit.

3. Each screen displays your agency's name and the document number, which are non-modifiable, and fields to describe the document. Move from field to field using the "TAB" key.

Document Selection

4. The document selection screen appears immediately after you select Form 6 from the FORMS MENU. You must enter a document number to proceed. The document number should begin with your agency acronym to ensure that it differs from document numbers entered by other State or local agencies. The screen will display your agency acronym and an example document number using the acronym. Enter a document number to proceed to the FORM 6 MENU and select from the six data entry screens.

Citation

5. Enter the title, author(s), date of completion, and number of pages in the appropriate fields. The title field is limited to 3 lines of 67 characters each. Please abbreviate if the title exceeds this length. The author(s) field is likewise limited. Use initials and list only primary authors, if necessary.

Document Types

6. The screen displays a list of document types and their acronyms. Some document types, such as NESHAP, apply only to EPA or other Federal agencies. Enter an "A" (to add) in the blank to the left of each document type which applies to the document. If none of the document types listed are applicable, enter an "A" in the blank to the left of "Other".

7. If document types have already been entered for a document, the screen will display an "X" in the blank to the left of each selected document type. To delete a document type, enter a "D" (to delete) over the "X". To add a document type, enter "A" (to add) in the blank to the left of the document type you wish to add.

Sponsor Acronyms

8. The screen displays eight sponsoring agencies and their acronyms, including State or local agency (STATE/LOC). Enter an "A" (to add) in the blank to the left of "STATE/LOC" plus other acronyms as appropriate if the document was produced under a cooperative arrangement with another agency.

9. If sponsor acronyms have already been entered for a document, the screen will display an "X" in the blank to the left of each selected sponsor acronym. To delete a sponsor acronym, enter a "D" (to delete) over the "X". To add a sponsor acronym, enter "A" (to add) in the blank to the left of the sponsor acronym you wish to add.

Abstract

10. Enter in the space provided an abstract which summarizes the content of the document. Be concise. Space is limited to two screens totaling 20 lines of 70 characters each.

Keywords - SIC Codes

11. Enter each 2-, 3-, or 4-digit SIC Code, one at a time, in the data entry fields provided. You can enter up to 10 SIC Codes on the same screen. When you enter a 4-digit SIC Code, the database automatically keys the document to the corresponding 2- and 3-digit SIC Codes.

12. You must enter an SIC Code known to the database. The database contains a comprehensive list of valid SIC Codes. If you enter an SIC Code not known to NATICH, you will be informed by a message on the screen. Please check the SIC Code you entered for accuracy. Consult the Clearinghouse staff if the problem persists. Enter another SIC Code, proceed to the screen for CAS # keywords, or return to the FORM 6 MENU.

13. After SIC Codes have been entered for a document, you can update or delete one or more of the codes by entering a "U" (to update) or a "D" (to delete) in the blank to the left of the displayed codes. If you enter a "U" to update, type over the existing SIC Code with the updated SIC Code. If you wish to add an SIC Code to the list, go to the first empty set of blanks, enter an "A" (to add), and type in the new SIC Code. If you must scroll to another screen to find an empty set of blanks, you will need to save the preceding screen by entering "OK". The prompts will guide you along.

Keywords - CAS #s

14. Enter each CAS #, one at a time, in the data entry fields provided. Include each dash (-) between number sets. You can enter up to 10 CAS #s at one time (on the same screen). Consult the NATICH Database Report on State and Local Agency Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter.

15. The NATICH database validates each CAS # you enter against a list known to the system. If any CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the database. You cannot enter a pollutant as a key word until the CAS # is added to the database. Enter another CAS # or return to the FORM 6 MENU.

16. After CAS #s have been entered for a document, you can update or delete one or more of the CAS #s by entering a "U" (to update) or a "D" (to delete) in the blank to the left of the displayed CAS #s. If you enter a "U" to update, type over the existing CAS # with the updated CAS #. If you wish to add a CAS # to the list, go to the first empty set of blanks, enter an "A" (to add) and type in the new CAS #. If you must scroll to another screen to find an empty set of blanks, you will need to save the preceding screen by entering "OK". The prompts will guide you along.

Restrictions

1. You must enter a unique document number to enter or edit information on agency documents.

2. You can enter pollutant keywords using the CAS # only. You cannot enter a pollutant keyword using the pollutant name.

3. You can enter source keywords using the SIC Code only. You cannot enter a source keyword using the source name or category.

4. You can only enter CAS #s and SIC Codes known to the database. If you attempt to enter a CAS # or SIC Code which is not known to NATICH, you will be informed by a message on the screen.

Glossary

Agency Sponsor - agency that provided funds, staff, research assistance, or otherwise cooperated in a significant capacity in the production of a document.

CAS # - Chemical Abstracts Service Registry Number.

Document Type - descriptor which indicates the subject, analytical technique, and/or overall purpose of a document.

SIC Code - Standard Industrial Classification Code.

FORM 7 AIR TOXICS EMISSION INVENTORY INFORMATION

Content

Use Form 7 to enter and update descriptive information on your agency's emission inventory of non-criteria pollutants. When you select Form 7 from the FORMS MENU, you will go to the FORM 7 MENU. The menu directs you to the two parts of Form 2:

Part II Air Toxics Emission Inventory Information, and
Part III Inventory Data.

Part II asks a series of 14 Yes/No and fill-in-the-blank questions about the status, methodology, scope, content, and size of your agency's air toxics emission inventory and provides space for comments or clarification. Part III requests pollutant-specific inventory data, including CAS #, annual emissions, and area (e.g., State, County, City) or source type (e.g., mobile, area, point source). A copy of the Form 7 data collection form is included in Appendix A.

Instructions

General

1. From the FORM 7 MENU, select the part that corresponds to the data you wish to enter or edit.

2. After entering "OK" to save the last screen of data for Part II, you can proceed directly to Part III without returning to the FORM 7 MENU. To do this, press the "RETURN" key when the "CO" prompt appears.

Part II Air Toxics Emission Inventory Information

3. Enter "Y" (Yes) or "N" (No) or fill in the blank in response to each of the 14 questions. Use the "TAB" key to move from one field to the next field.

4. Questions 1-5 appear on the first data entry screen. Questions 6-9 appear on the second screen. Question 10 appears on the third screen. Questions 11-14 appear on the fourth screen. Space to enter comments or clarifications appears on a fifth screen. After saving each screen by entering "OK", review what you have typed and press the "RETURN" key when the "CO" prompt appears to proceed to the next screen. The prompts will guide you along.

5. Use the Comment field to provide more details or clarify responses to any of the 14 questions. If your comment refers to a specific question, please reference the question number.

Part III Inventory Data

6. To enter or edit pollutant-specific inventory data, you must first enter the CAS # of the pollutant. You can enter up to 5 CAS #s at one time (on the same screen). Enter the CAS #, including each dash (-) between number sets, in the space provided. Consult the NATICH Database Report on State and Local Agency Air Toxics Activities, the NATICH interactive report programs, or other standard sources to determine the CAS # for the pollutant(s) you wish to enter.

7. The NATICH database validates each CAS # you enter against a list known to the system. If the CAS # you enter is not known to NATICH, you will be informed by a message on the screen. Please check the CAS # for accuracy and reenter if you discover an error. Consult the Clearinghouse staff if the problem persists or to add a valid CAS # to the database. You cannot enter information on a pollutant until the CAS # is added to the database. Enter another CAS # or return to the FORM 7 MENU.

8. After you enter a valid CAS #, a data entry screen appears. The screen displays your agency's name, the CAS # and the pollutant name, which are nonmodifiable, and the data entry fields. Move from field to field using the "TAB" key.

9. The field for Annual Emissions is a "packed field." Only numeric characters can be entered in a packed field. Unless data have already been entered for this pollutant, the database automatically fills the field with the value "0.000." Type over this value to enter annual emissions. Please enter the value in metric tons/year. To move over "empty" characters, use a cursor control key (->) rather than the space bar.

10. In the field labeled Area, please enter "State" if the inventory data are State-wide, or the County or City which best describes the area of the inventory. Alternately, you may enter the source type (e.g., mobile, area, point source) in this space.

11. After entering "OK" to save the data for up to five pollutants on the screen, you may continue to add data on additional pollutants without returning to the FORM 7 MENU by pressing the "RETURN" key when the "CO" prompt appears.

Restrictions

1. You can enter emissions data using the CAS # only. You cannot enter emissions data using the pollutant name.

2. You can only enter CAS #s known to the database. If you attempt to enter a CAS # which is not known to NATICH, you will receive a message to contact the Clearinghouse staff to add a valid CAS #.

3. The database can accommodate only one annual emission record per pollutant for your agency. After information on a specific CAS # is entered in the database, any subsequent entry for the same CAS # will replace the previous entry. The database cannot store a history of annual emissions data for a single pollutant. It stores only the most recent entry.

Glossary

CAS # - Chemical Abstracts Service Registry Number.

SCC - Source Classification Code.

SIC Code - Standard Industrial Classification Code.

APPENDIX A

DATA COLLECTION FORMS

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Form 1. Agency General Information

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 9948
Austin, Texas 78766

Please complete this form to register your agency and air toxics contacts with the Clearinghouse. If your agency has previously submitted information requested on this form, that information, as it appears in the database, is attached. If this is the case, please review it for accuracy, make any changes on the attached printout, and do not complete a new form. Please call the Clearinghouse staff [(919) 541-5519, FTS 629-5519] for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1987 are indicated in **boldface.** If you have any questions, call Sandy Smith, Radian Corporation, at (512) 454-4797.

I. Agency Information

Agency Name: _____ Telephone: (___)_____

Address: _____

City, State, Zip: _____

II. Air Toxics Contacts

Please indicate the name and telephone number of a contact person in the areas of expertise noted below. These individuals may be contacted directly by Clearinghouse users with requests for information.

Subject Area	Contact Name	Telephone	**No. of Work Years**[1]
Regulatory Program:	_____	(___)_____	_____
Permitting:	_____	(___)_____	_____
Source Tests:	_____	(___)_____	_____
Ambient Monitoring:	_____	(___)_____	_____
Emissions Inventory:	_____	(___)_____	_____
Health Effects:	_____	(___)_____	_____
Indoor Air:	_____	(___)_____	_____

[1] **Number of work years assigned to air toxics, including management levels (range from 0.1 to 99.9 acceptable).**

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

General Instructions for Completing
Form 2. Regulatory Program Information

This form is designed to collect information on your existing or planned toxic air pollutant control program. It consists of six sections: (1) general information, (2) air toxics program information, (3) acceptable ambient concentrations/ambient standards, (4) pollutant research, (5) methods development activities, and (6) non-health related impacts. Changes to this form for 1987 are indicated in **boldface**. The information you provide will be shared with other Clearinghouse users. Please complete this form and return it to:

Sandy Smith
Radian Corporation
Post Office Box 9948
Austin, Texas 78766

If you have any questions on the form, please call Sandy at (512) 454-4797.

The Clearinghouse will request you to update this information once each year in order to revise and update the database. If your agency has previously submitted information on this form, that information, as it appears in the database, is attached. If this is the case, please review it for accuracy, make any changes on the attached printout, and do not complete a new form. Please call the Clearinghouse staff [(919) 541-5519, FTS 629-5519] for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form.

The following glossary provides clarification of some of the terms used in the form.

Acceptable Ambient Concentration - informally designated, maximum ambient air concentration of a specific pollutant which serves as a guideline for permitting or other air toxics control decisions. **(NOTE: This definition includes other terminology such as Hazard Limiting Value.)**

Air Toxics Control Program - formal or informal program, policy, or procedures to control or evaluate the emissions to the air of non-criteria pollutants.

- **In Place - a program is considered in place if, in addition to delegation of NESHAPs authority: (1) specific jurisdiction has been delineated; (2) resources have been allocated; and (3) a control program has been implemented. (NOTE: A program can be considered "in place" if it meets the above three conditions even if it continues to evolve.)**

- **Under Development - a program is considered under development if: (1) specific jurisdiction has not been delineated; (2) resources have not been allocated; or (3) a control program has not been implemented.**

Ambient Standard - formally-adopted, maximum allowable ambient air concentration of a specific pollutant.

Averaging Time - period of time over which a range of values (e.g., ambient concentrations) may be averaged to determine compliance with a guideline or standard.

CAS # - Chemical Abstracts Service Registry Number.

Control Technology Requirements - source requirements which cover pollution control equipment, processes, design, work practices, and/or operating and maintenance conditions.

Emission Factor Development - study in which the primary emphasis is the development of generic values that can be used to estimate emissions of specific pollutants or groups of pollutants at a source.

Epidemiological Study - study in which the primary emphasis is the incidence and distribution of disease in the human population.

Exposure Assessment - study in which the primary emphasis is the quantification of the extent of human exposure to a specific pollutant or group of pollutants (i.e., the number of persons exposed to a range of concentration levels and the duration of exposure).

Health Assessment - study in which the primary emphasis is the collection and review of health effects data for a specific pollutant or group of pollutants.

Monitoring Study - study in which the primary emphasis is the quantification of concentrations of specified pollutants in air.

Occupational Exposure Level - value set by groups such as the American Conference of Governmental Industrial Hygienists (ACGIH), the Occupational Safety and Health Administration (OSHA), or the National Institute for Occupational Safety and Health (NIOSH) representing the airborne concentration of a specific contaminant, to which nearly all workers may be exposed, day after day in the workplace, without adverse effect.

Risk Assessment - study in which the primary emphasis is the quantification of the probability of adverse health consequences of a specific hazardous, or potentially hazardous, situation.

Safety Factor - number (often expressed as a fraction or a percent) used to adjust an occupational exposure level and duration to an ambient exposure level and duration to reflect protection of sensitive populations, uncertainty in health effects, etc.

Source Assessment - study in which the primary emphasis is the collection and review of emissions and control technology data for a specific source or source category.

Toxicity Testing - tests for mutagenicity, teratogenicity, carcinogenicity, acute or chronic toxicity, or other health effects in laboratory animals or *in vitro* test systems.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Form 2. Regulatory Program Information

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 9948
Austin, Texas 78766

Please complete this form with respect to the control of non-criteria air pollutants by your agency. If you have already submitted this form to the Clearinghouse at some time in the past, please update that information on the attached printout of information already in the database. Please call the Clearinghouse staff [(919) 541-5519, FTS 629-5519] for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1987 are indicated in **boldface.**

I. General Information

Agency Name: _____ Date: _____

This form was completed by: _____ Telephone: ( ) _____

A-5

II. Air Toxics Program Information

Please enter Y or N (Yes or No) for the following statements with respect to the control of non-criteria air pollutants by your agency.

Y/N

Program Status **(Answer "yes" only once to Questions 1 and 2. See definitions in instructions for air toxics control program "in place" and "under development.")**

___ 1. We have an air toxics control program (in addition to delegation of NESHAPs authority) currently in place. (Answer questions 3 through 17 based on your current program.)

___ 2. We do not have an air toxics control program in place, but we are developing a program. **Please specify under comments when your program is scheduled to be in operation.** (Answer questions 3 through 17 based on agency plans.)

Program Structure

___ 3. Our air toxics control program is based or will be based on promulgated regulations.

___ 4. Our air toxics control program is based or will be based on informal guidelines.

Y/N

Program Scope

___ 5. The scope of our program is or will be limited to a specified list of pollutants.

___ 6. The scope of our program is or will be limited to a specified list of sources or source categories.

___ **7. The scope of our program includes or will include evaluation of existing sources as opposed to new sources only.**

___ **8. Our program includes or will include facility size or other cutoffs for certain source types or pollutants. If yes, please indicate in the comments what the cutoffs are and what percent of sources are exempted.**

Application

___ 9. We use or plan to use acceptable ambient concentrations for non-criteria air pollutants in the permit review process.

___ 10. We use or plan to use formally adopted ambient standards for non-criteria air pollutants in the permit review process.

___ 11. Some or all of our acceptable ambient concentrations or standards are based or will be based on the application of a safety factor to an established Occupational Exposure Level. (If yes, please indicate in comments the safety factors that you use.)

___ 12. Some or all of our acceptable ambient concentrations or standards are or will be based on the results of a health effects literature review by our agency.

___ 13. We use or plan to use control technology requirements, such as "state of the art" controls for identified sources of specified pollutants.

___ 14. We use or plan to use risk assessment on a case-specific basis.

___ 15. We maintain an emissions inventory for air toxics.

___ **16. We have taken enforcement actions to specifically control sources of air toxics emissions.**

___ **17. We have or plan to have accident prevention and/or emergency response planning requirements for sources of air toxics.**

Comments or Clarification: _____

III. Acceptable Ambient Concentration/Ambient Standards

If you have established acceptable ambient concentrations or ambient standards, please supply the following information to the extent that it applies to your air toxics control program.

	CAS #[1]	Pollutant Name[1]	Ambient Standard or Acceptable Ambient Concentration[2] Value	Unit	Averaging Time[3]	Basis[4] (✓) a	b	c	d	If Concentration is Based on Occupational Exposure Levels: Source (✓) ACGIH	OSHA	NIOSH	Safety Factor Used
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
13.													
14.													
15.													

Comments or Clarification: _____

[1] If more than 15 pollutants, please continue on duplicate page.
[2] See instructions for clarification of terms.
[3] 15-minute, 1-hour, 24-hour, annual, etc.
[4] (a) Occupational Exposure Level (e.g., TLV)/safety factor, (b) agency-sponsored original research, (c) adoption of ambient concentration set by another agency or group, (d) other, please specify under comments.

IV. Pollutant Research

If your agency sponsors or participates in a pollutant assessment or research program (not including methods development--see Section V), please supply the following information to the extent that it applies to your air toxics control program. **If support documentation is available, please identify the document on Form 6.**

	CAS #[1]	Pollutant Name[1]	Type of Research or Assessment Activities (✓)[2] HA	SA	EA	TT	ES	MS	EF	RA	Other (specify)	Is Supporting Documentation Available? (Y/N)
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												

Comments or Clarification: _____

[1] If more than 15 pollutants, please continue on duplicate form.

[2] HA = health assessment, SA = source assessment, EA = exposure assessment, TT = toxicity testing, ES = epidemiological study, MS = monitoring study, EF = emission factor development, RA = risk assessment. For additional clarification of terms, see instructions.

V. Methods Development Activities

If your agency sponsors or participates in methods development or research in any of the following areas, please indicate below.

	Y/N	Explain, if Yes
1. Emissions Testing	_____	_____
2. Ambient Monitoring	_____	_____
3. Dispersion Modeling Application, Evaluation and/or Development	_____	_____
4. **Accident Prevention and/or** Emergency Response Procedures	_____	_____
5. Ambient Exposure Assessment	_____	_____

	Y/N	Explain, if Yes
6. Emissions Modeling from Non-Traditional Sources (e.g., impoundments and landfills)	_____	
7. **Indoor Air Characterization, Mitigation**	_____	
8. Other (please specify)	_____	

A-10

VI. Non-Health Related Impacts

Please submit in the space provided below or attach any information you may have on case studies of non-health related impacts of non-criteria air pollutants (e.g., materials, vegetation damage).

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

General Instructions for Completing
Form 3. Permitting Information

This form is designed to collect information on permitted facilities in your jurisdiction which emit, or potentially emit, non-criteria air pollutants. If your agency has previously submitted information requested on this form, that information, as it appears in the database, is attached. If this is the case, please review it for accuracy and make any changes on the attached printout. For those agencies that have previously submitted a substantial amount of permitting data, only representative samples are enclosed.

Please call the Clearinghouse staff [(919) 541-5519, FTS 629-5519] for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1987 are indicated in **boldface.**

The form consists of two sections: (1) general information, and (2) permitted facilities. The information you provide will be used to establish and maintain a registry of permitted sources and pollutants emitted so that other Clearinghouse users can benefit from the information you have. It will be useful for purposes such as determining what non-criteria pollutants might be emitted by a specific facility, identifying potentially applicable control equipment/requirements for a particular facility, or prioritizing facilities for permitting or other air toxics control decisions. **Please note in the check off block those permits that you believe may be unique or of particular interest to other agencies, and provide a description in the comment section.**

The database can accommodate only one emission limit per pollutant (CAS #) for any one Standard Classification Code (SCC) under a given permit ID No. After information on a specific permit ID No./SCC/CAS # combination is entered in the database, any subsequent entry for the same permit ID No./SCC/CAS # combination is considered an update and will replace the previous entry. If you have more than one emission limit for any one CAS # under the same permit ID No. and SCC, you can enter the data if you modify your permit ID No. (e.g., by appending a letter sequence such as A, B, C...) to make each permit ID No./SCC/CAS # record unique. NOTE: The Clearinghouse can only register permits for which you provide a permit ID No.

Please complete one form for every seven permits which you believe will be of interest to other State and local agencies. To register more than seven permits, continue on duplicate copies of page 2 of the form. We understand that the demands on your time are very high. We have attempted to limit the information requested to data that will be particularly useful to other Clearinghouse users and that will provide sufficient information to allow for adequate review of the data for applicability to similar sources in other jurisdictions. We are interested in receiving data on as many facilities in your

jurisdiction as you have the time and resources to provide to the Clearinghouse. If you have information contained in computer files that could be transferred by computer rather than by completing these forms, please call Cindy Hintikka, Radian Corporation, (512) 454-4797. The Clearinghouse welcomes data submissions throughout the year as well as at the time of periodic requests for new information. Any time your agency issues a permit that you think may be of interest to other Clearinghouse users, please send it to us. Keep copies of this form on hand for future use. Do not submit any data which your agency considers to be confidential.

Please return completed forms to:

Sandy Smith
Radian Corporation
Post Office Box 9948
Austin, Texas 78766

If you need clarification of any questions on the form, please call Sandy at (512) 454-4797.

The following glossary provides clarification of some of the terms used in the form.

CAS # - Chemical Abstracts Service Registry Number.

Emission Limit or Equivalent - the maximum quantity of the pollutant that may be emitted to the atmosphere pursuant to permit requirements.

Facility - an establishment at a specific site (e.g., a manufacturing plant or hazardous waste landfill).

Facility Category - general type of facility in terms of the activity in which the facility is engaged (e.g., textile mill, paper mill, chemical manufacturing plant, petroleum refinery, hazardous waste management facility, etc.).

Notable Permit - a permit that your agency believes is not routine and may be of particular interest to other agencies. Please specify in the "comments" what is notable about the permit (e.g., if it is based on a risk assessment, if it is a BACT/LAER determination, if it is from an unusual source type or includes unusual pollutants, if it received an unusual evaluation, etc.).

Permit Identification Number - any number, code, or other identifier that the agency uses in reference to the permit for a specific facility.

SCC - Source Classification Code.

SIC Code - Standard Industrial Classification Code.

Source of Emissions - general type of emission points which are subject to the specified emission limit (e.g., total or all emissions, process emissions, handling emissions, storage emissions, fugitive emissions, combustion emissions, and/or other emissions).

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 9948
Austin, Texas 78766

Form 3. Permitting Information

Please complete this form for permitted facilities emitting non-criteria air pollutants which you believe will be of interest to other Clearinghouse users. Please do not include on this form information previously submitted to the Clearinghouse or information that is confidential. If necessary, update previously submitted information on the attached printout of information already in the database. Changes to this form for 1987 are indicated in **boldface. NOTE: The Clearinghouse can only register permits for which you provide a permit ID No.**

I. General Information Agency Name: _____

What is the total number of facilities that your agency has permitted to specifically control air toxics emissions? _____
Are permits renewed? (Y/N): _____ **How often? (Years):** _____
This form was completed by _____ Telephone: ( ) _____ Date: _____

II. Permitted Facilities[1] **(Please do not list the same CAS # more than once for each SCC under any one Permit ID No.)**

1. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Year Issued: _____ **Last Year Amended:** _____ Permit ID No.[2]: _____ **Notable Permit[2]?(Y/N):** _____
Control Equipment: _____

SCC[2,3]	Non-Criteria Pollutants[3] CAS #[2]	Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[2]

Comments: _____

2. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Year Issued: _____ **Last Year Amended:** _____ Permit ID No.[2]: _____ **Notable Permit[2]?(Y/N):** _____
Control Equipment: _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[2]

Comments: _____

3. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Year Issued: _____ **Last Year Amended:** _____ Permit ID No.[2]: _____ **Notable Permit[2]?(Y/N):** _____
Control Equipment: _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[2]

Comments: _____

4. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Year Issued: _____ **Last Year Amended:** _____ Permit ID No.[2]: _____ **Notable Permit[2]?(Y/N):** ____
Control Equipment: _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[2]

Comments: _____

5. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Year Issued: _____ **Last Year Amended:** _____ Permit ID No.[2]: _____ **Notable Permit[2]?(Y/N):** ____
Control Equipment: _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[2]

Comments: _____

6. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Year Issued: _____ **Last Year Amended:** _____ Permit ID No.[2]: _____ **Notable Permit[2]?(Y/N):** ____
Control Equipment: _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[2]

Comments: _____

7. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Year Issued: _____ **Last Year Amended:** _____ Permit ID No.[2]: _____ **Notable Permit[2]?(Y/N):** ____
Control Equipment: _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Emission Limit or Equivalent Value	Unit	Source of Emissions Subject to Limit[2]

Comments: _____

[1]To register more than seven permits, continue on duplicate copies of page 2 of the form.
[2]See instructions for clarification of terms.
[3]If more than 8 pollutants per permit, cross out facility category which follows and continue with list.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

General Instructions for Completing
Form 4. Ambient Monitoring Information

This form is designed to collect information on ambient monitoring of non-criteria pollutants in your jurisdiction. If your agency has previously submitted information requested on this form, that information, as it appears in the database, is attached. If this is the case, please review it for accuracy and make any changes on the attached printout.

Please call the Clearinghouse staff [(919) 541-5519, FTS 629-5519] for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1987 are indicated in **boldface.**

The form consists of two sections: (1) general information, and (2) pollutants monitored. Data on the results of specific monitoring studies are not requested. The information you provide will be shared with other Clearinghouse users. It will be useful for purposes such as identifying the non-criteria pollutants which have been monitored in the ambient air by States and localities and determining methodologies/techniques used to monitor for specific non-criteria pollutants. Other Clearinghouse users may wish to contact you directly for additional information on measured concentrations of specific pollutants or a more detailed description of sample collection techniques or analytical methods used.

If your agency has submitted ambient concentration data to the Aerometric Information and Retrieval System (AIRS) interim air toxic database for the 48 organic compounds AIRS addresses, you do not need to repeat that information here. The Clearinghouse will check the AIRS interim database and add to NATICH the information you submitted to AIRS. However, if you have monitoring information on pollutants in addition to those addressed in AIRS, please list that information on this form.

Please complete one form for every 12 pollutants. To register more than 12 pollutants, continue on a duplicate form. We will request that you complete this form periodically in the future in order to maintain a current file on non-criteria pollutant ambient monitoring activities conducted by States and localities.

Please return the completed form to:

Sandy Smith
Radian Corporation
Post Office Box 9948
Austin, Texas 78766

If you need clarification of any questions on the form, please call Sandy at (512) 454-4797.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Please return this form to:

Sandy Smith
Radian Corporation
P.O. Box 9948
Austin, Texas 78766

Form 4. Ambient Monitoring Information

Please complete this form with respect to ambient monitoring of non-criteria air pollutants by your agency. If you have already submitted this form to the Clearinghouse at some time in the past, please update that information on the attached printout of information already in the database. If your agency has submitted ambient concentration data to the AIRS interim air toxic database for the 48 organic compounds AIRS addresses, you do not need to repeat that information here. Changes to this form for 1987 are indicated in **boldface**.

I. General Information Agency Name: _____

This form was completed by: _____ Telephone: ( ) _____ Date: _____

II. Pollutants Monitored

	Non-Criteria Pollutants Measured[3]		Year Measured	Location of Measurement (City/County)	Sampling Technique[1]	Analytical Method[2]
	CAS #	Pollutant Name				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

[1] Technique used to collect ambient air sample (e.g., single or multi-stage solid sorbent tubes, cryogenic traps, charcoal traps, particulate samplers, etc.).

[2] Methodology used to analyze sample for chemical constituents (e.g., gas chromatography/mass spectrometry (GC/MS), gas chromatography-electron capture detection (GC-ECD), etc.).

[3] If more than 12 pollutants, please continue on duplicate form.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

General Instructions for Completing
Form 5. Source Testing Information

This form is designed to collect information on facilities in your jurisdiction for which you have conducted emissions testing for non-criteria air pollutants. If your agency has previously submitted information requested on this form, that information, as it appears in the database, is attached. If this is the case, please review it for accuracy and make any changes on the attached printout.

Please call the Clearinghouse staff [(919) 541-5519, FTS 629-5519] for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1987 are indicated in **boldface.**

The form consists of two sections: (1) general information, and (2) tested facilities. The information you provide will be used to establish a registry of sources which have been tested and sampling and analytical techniques in use so that other Clearinghouse users can benefit from the information you have. It will be useful for purposes such as determining what non-criteria pollutants might be emitted by a specific facility, identifying potentially applicable sampling techniques and analytical methods, or prioritizing facilities for permitting or other air toxics control decisions. **Please note in the check off box those source tests that you believe may be unique or of particular interest to other agencies, and provide a description in the comments section.**

The database can accommodate only one emission rate per pollutant (CAS #) for any one Standard Classification Code (SCC) under a given test ID No. After information on a specific test ID No./SCC/CAS # combination is entered in the database, any subsequent entry for the same test ID No./SCC/CAS # combination is considered an update and will replace the previous entry. If you have more than one emission rate for any one CAS # under the same test ID No. and SCC, you can enter the data if you modify your test ID No. (e.g., by appending a letter sequence such as A, B, C...) to make each test ID No./SCC/CAS # record unique. NOTE: The Clearinghouse can only register source tests for which you provide a test ID No.

Please complete one form for every seven source tests which you believe will be of interest to other State and local agencies. To register more than seven sources tests, continue on duplicate copies of page 2 of the form. We understand that the demands on your time are high. We have attempted to limit the information requested to data that will be particularly useful to other Clearinghouse users and that will provide sufficient information to allow for adequate review of the data for applicability to similar sources in other jurisdictions. We are interested in receiving data on as many facilities in your jurisdiction as you have the time and resources to provide to the Clearinghouse. If you have information contained in computer files that could be transferred by computer rather than by completing these forms, please call

Cindy Hintikka, Radian Corporation, (512) 454-4797. The Clearinghouse welcomes data submissions throughout the year as well as at the time of periodic requests for new information. Any time your agency conducts a source test that you think may be of interest to other Clearinghouse users, please send it to us. Keep copies of this form on hand for future use. Do not submit any data which your agency considers to be confidential.

Please return completed forms to:

Sandy Smith
Radian Corporation
Post Office Box 9948
Austin, Texas 78766

If you have any questions on the form, please call Sandy at (512) 454-4797.

The following glossary provides clarification of some of the terms used in the form.

Analytical Method - methodology used to analyze sample for chemical constituents (e.g., gas chromatography/mass spectrometry (GC/MS), gas chromatography electron capture detection (GC-ECD), etc.).

CAS # - Chemical Abstracts Service Registry Number.

Facility - an establishment at a specific site (e.g., a manufacturing plant or hazardous waste landfill).

Facility Category - general type of facility in terms of the activity in which the facility is engaged (e.g., textile mill, paper mill, chemical manufacturing plant, petroleum refinery, hazardous waste management facility, etc.).

Location of Measurement - general type of emission point(s) at which the specified measured emission rate was found (e.g., total for plant, process equipment, handling operations, storage containers, fugitive, combustion equipment, and/or other equipment).

Measured Emission Rate - rate of emissions (e.g., g/sec, lb/hr) for a particular pollutant at a specified location.

Notable Source Test - a source test that your agency believes is not routine and may be of particular interest to other agencies. Please specify in the "comments" what is notable about the source test (e.g., if it is an unusual source type or includes unusual pollutants, if it is based on new or experimental sampling or analysis methods, etc.).

Sampling Technique - technique used to collect source test sample (e.g., single or multi-stage solid sorbent tubes, cryogenic traps, charcoal traps, particulate samplers, etc.).

SCC - Source Classification Code.

SIC Code - Standard Industrial Classification Code.

Test Identification Number - any number, code, or other identifier that the agency uses in reference to a source test for a specific facility.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Form 5. Source Testing Information

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 9948
Austin, Texas 78766

Please complete this form for facilities (e.g., individual plants at a specific site) for which you have conducted emissions testing of non-criteria air pollutants. Please do not include on this form information previously submitted to the Clearinghouse or information that is confidential. If necessary, update previously submitted information on the attached printout of information already in the database. Changes to this form for 1987 are indicated in **boldface.**
NOTE: The Clearinghouse can only register source tests for which you provide a test ID No.

I. General Information Agency Name: _____

What is the total number of source tests that your agency has conducted for air toxics evaluation? _____
This form was completed by _____ Telephone: ( ) _____ Date: _____

II. Tested Facilities[1] **(Please do not list the same CAS # more than once for each SCC under any one Test ID No.)**

1. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Test Date: _____ Test ID No.[2]: _____ **Notable Source Test[2]?(Y/N):** _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Measured Emission Rates Value	Unit	Location of Measurement[2]

Comments: _____

2. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Test Date: _____ Test ID No.[2]: _____ **Notable Source Test[2]?(Y/N):** _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Measured Emission Rates Value	Unit	Location of Measurement[2]

Comments: _____

3. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Test Date: _____ Test ID No.[2]: _____ **Notable Source Test[2]?(Y/N):** _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Measured Emission Rates Value	Unit	Location of Measurement[2]

Comments: _____

4. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Test Date: _____ Test ID No.[2]: _____ Notable Source Test[2]?(Y/N): _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Measured Emission Rates Value	Unit	Location of Measurement[2]

Comments: _____

5. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Test Date: _____ Test ID No.[2]: _____ Notable Source Test[2]?(Y/N): _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Measured Emission Rates Value	Unit	Location of Measurement[2]

Comments: _____

6. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Test Date: _____ Test ID No.[2]: _____ Notable Source Test[2]?(Y/N): _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Measured Emission Rates Value	Unit	Location of Measurement[2]

Comments: _____

7. Facility Category[2]: _____ 4-digit SIC Code[2]: _____
Test Date: _____ Test ID No.[2]: _____ Notable Source Test[2]?(Y/N): _____
Sampling Technique(s): _____
Analytical Method(s): _____

SCC[2,3]	CAS #[2]	Non-Criteria Pollutants[3] Pollutant Name	Measured Emission Rates Value	Unit	Location of Measurement[2]

Comments: _____

[1]To register more than seven source tests, continue on duplicate copies of Page 2 of this form.
[2]See instructions for clarification of terms.
[3]If more than 8 pollutants per source test, cross out facility category which follows and continue with pollutant list.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Form 6. Agency Documents

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 9948
Austin, Texas 78766

Please list any documents available from your agency or other agencies within your State or locality which you believe will be of interest to other Clearinghouse users. The purpose of this form is to compile bibliographic citations and ordering information for the types of documents listed below, so that Clearinghouse users can obtain copies. Please call the Clearinghouse staff [(919) 541-5519, FTS 629-5519] for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1987 are indicated in **boldface**. If you have any questions, call Sandy Smith, Radian Corporation, at (512) 454-4797.

I. General Information

Agency Name: _____ Date: _____

This form was completed by: _____ Telephone ( ) _____

II. Acronyms (Use the following acronyms to indicate document type and agency sponsor on page 2 of this form.)

Document Type

CS - case study
CT - control technology documents
EA - exposure assessment
EF - emission factor development
ER - emergency response/ **accident prevention**
ES - epidemiological study
HA - health assessment
IA - indoor air
OT - Other
PD - air toxics control program support document
RA - risk assessment
RR - regulations or rules (including citation)
SA - source assessment
SS - source sampling
AM - ambient monitoring
TT - toxicity testing documentation

Agency Sponsor (Indicate sponsor(s) in addition to STATE/LOC if produced under cooperative arrangement with any of the following agencies.)

EPA - Environmental Protection Agency
IARC - International Agency for Research on Cancer
NAS - National Academy of Sciences
NCI - National Cancer Institute
NIOSH - National Institute for Occupational Safety and Health
NTP - National Toxicology Program
STATE/LOC - State or Local Agency
WHO - World Health Organization

III. Document Listing

In this section, please list the information requested for each document available. You may attach an abstract or enter it on this form. Duplicate this form as many times as necessary for additional documents. **NOTE: The Clearinghouse can only register documents for which you provide a document No. The document No. should begin with your agency acronym.**†

Document No. _____

Title: _____

_____

Author(s): _____

Date of Completion: _____ Number of Pages: _____

Document Type(s)*: _____

Agency Sponsor(s)*: STATE/LOC

Abstract (please do not exceed 180 words): _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Key words (include SIC codes for source categories addressed and CAS numbers for pollutants addressed in the document):

SIC codes: _____

_____

CAS numbers: _____

_____

---

†Please refer to the list of agency acronyms in Table 1 of the NATICH Database Report on State and Local Air Toxics Activities.

*Please refer to list of acronyms on page 1.

NATIONAL AIR TOXICS INFORMATION CLEARINGHOUSE

EPA STAPPA/ALAPCO

Please return this form to:

Sandy Smith
Radian Corporation
P. O. Box 9948
Austin, Texas 78766

Form 7. Air Toxics Emission Inventory Information

This form is designed to collect descriptive information on your agency's emission inventory of non-criteria pollutants. The information you provide will be shared with other Clearinghouse users. It will be useful to other State and local agencies that are beginning to develop inventories as well as to agencies needing emission information for certain source categories or pollutants. If you have information contained in computer files that could be transferred by computer rather than by completing these forms, please call Cindy Hintikka, Radian Corporation, (512) 454-4797. Please call the Clearinghouse staff [(919) 541-5519, FTS 629-5519] for information on directly entering or editing data in the Clearinghouse computer files. New or updated information is welcome at any time, either by direct data entry or by submitting a new form. Changes to this form for 1987 are indicated in **boldface**. If you have any questions, call Sandy Smith, Radian Corporation, at (512) 454-4797.

I. General Information

Agency Name: _____ Date: _____

This form was completed by: _____ Telephone: ( ) _____

II. Air Toxics Emission Inventory Information

Please enter Y or N (Yes or No) or the appropriate multiple choice response for the following statements with respect to your agency's emission inventory data on non-criteria air pollutants.

Y/N Inventory Status

___ 1. We have compiled an air toxics emission inventory. (If "yes," go to question 3).

___ 2. If no inventory exists, are there plans to compile one? When?_____ (Stop here and return this form.)

Y/N Data Collection Methodology

___ 3. Is your inventory based on data supplied through the permit process?

___ 4. Is your inventory based on questionnaires sent to sources?

5. How often is your inventory information updated? (Check one)

___ All data updated regularly (frequency? _____)
___ Portions updated regularly (frequency? _____)
___ Updated irregularly
___ Existing inventory is the result of a one-time effort with no known plans to update. When was inventory completed? _____

Inventory Scope

6. Which pollutants does your inventory cover? (Check one)

___ A specific list of pollutants.
___ "Open-ended," covering any substance for which information is provided.

Y/N

___ 7. Does inventory information cover primarily only larger point sources? (Please list under comments, including SIC code, **and provide the number of sources in each category,** if available.)

___ 8. Does inventory information include numerous small sources that are typically handled as area sources in criteria pollutant inventories? (e.g., mobile sources, small degreasers, dry cleaners, etc. Please list under comments, including SIC code, if available.)

___ 9. Are there any particular sources or source categories that are the main focus of the emission inventory. (If so, please list these sources under comments, including SIC code, if available.)

Inventory Information

10. What types of data are collected and stored? (Check all that apply)
    - ___ Source description
    - ___ Stack and exhaust flow data
    - ___ Throughput and activity levels
    - ___ Control device type and efficiencies
    - ___ Emission estimates
    - ___ Permit/compliance data
    - ___ Standard Industrial Classification (SIC) codes
    - ___ Chemical Abstracts Service Registry (CAS) numbers
    - ___ Ambient fenceline concentrations
    - ___ **Source Classification Codes (SCC)**

11. How are total emissions determined? (Check one)
    - ___ Emissions data supplied by industry
    - ___ Agency uses emission factors to calculate emissions
    - ___ Both of above

Y/N

___ 12. Is the inventory computerized (i.e., created and maintained using a computer)?

Inventory Size

_____ 13. How many sources are included in your agency's inventory? (Fill in blank)

_____ 14. How many pollutants are included in your agency's inventory? (Fill in blank)

Comments or clarification: _____

III. Inventory Data

Please list the CAS number and pollutant name for non-criteria pollutants, the estimated annual emissions, and the applicable geographic area from your agency's inventory data. Please make copies of this form if necessary.

	Non-Criteria Pollutants		Annual Emissions	Area (State
	CAS #	Pollutant Name	(Metric Tons/Yr)	County, City, etc.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
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27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

APPENDIX B

LOG ON AND LOG OFF PROCEDURES

APPENDIX B

LOG ON AND LOG OFF PROCEDURES

LOGGING ONTO THE DATABASE

To log onto the NATICH database, use the following procedure:

- First, dial your TYMNET number.

After you see the message "Connect," you will see a string of miscellaneous letters and symbols on the screen. When these letters appear:

- type the letter "A" to identify the terminal type ("A" stands for VT 100 emulation). You do not need to press the "RETURN" key after entering "A."

Next you will see the prompt "Please Log in:"

- type "EPA1;NCC" and press the "RETURN" key.

You will now see the message "Welcome to the U.S. Environmental Protection Agency National Computer Center." When the port selector menu appears:

- enter "TCP" and press the "RETURN" key.

Next you will see the prompt "Connected."

- Rapidly press the "}" key (shift "]") at least four or five times; you do not need to press the "RETURN" key. (You must begin typing "}"s within about 10 seconds after seeing the prompt or the computer will halt the log on procedure. The "}" key will work for IBM and many other terminals. For some terminals you may need to substitute the letter "M" for the "}"; for VT 52 terminals, you may use "5".)

At this point, the screen will clear and a message such as "Cx-80 VER 4.76" will appear on the screen, followed by a screen of menu selections labeled A through I.

- Enter an "A" for CICS production and press the "RETURN" key.
- After the CICS logo appears and the cursor returns to the top left corner of the screen, type "CSSN" and the "RETURN" key.

The next screen will ask you for your user ID account name, FIMAS ID, group, and password.

- Move from one prompt line to the next by pressing the "TAB" key. The FIMAS ID is "SAROP;" the group is the same as your account name. After you've entered your password, press the "RETURN" key.
- After the news alert screen appears, press the "RETURN" key to clear the screen.
- Type "NATP" and press the "RETURN" key.
- When you see the prompt "NEXT," complete the log on procedure by typing "NATICH" and press the "RETURN" key.

The HOME MENU for the NATICH database will then appear.* If you have authorization to enter data, you may proceed either to the Clearinghouse report programs or to the user data entry programs.

---

*For an interim period in 1987, you will be asked to enter an ADABAS password before you proceed to the HOME MENU. You will receive this second password when you request authorization to enter data. After the database is converted to NATURAL security, the ADABAS password will be entered automatically for you.

LOGGING OFF THE NATICH DATABASE

To exit from the NATICH user data entry programs:

- Choose selection "QU" on either the HOME MENU or the FORMS MENU and press the "RETURN" key.

Now you will see the cursor in the upper left corner of your screen.

- Type "CSSF LOGOFF" and press the "RETURN" key.

You are now logged off the computer, but are still on the telephone line. To disconnect the line, follow the instructions that apply to your modem. Be sure to use this logoff procedure rather than just walking away from the computer; if you fail to log off, your account will continue to be charged for access time.

IF YOU HAVE A PROBLEM

At times you may encounter difficulties logging onto the computer. Call the following numbers for assistance.

1. EPA Users' Support (919) 541-7862
   (The computer will not accept your password or user ID.)

2. EPA Telecommunications (919) 541-4506
   (You are unable to connect with the EPA computer or there is excess noise on the line.)

3. EPA Clearinghouse Staff (919) 541-5519 FTS 629-5519
   John Vandenberg, Beth Hassett, or Nancy Riley
   (If you see on-screen messages such as "Security Violation Detected" or any problem not specified above.)

APPENDIX C

KEYBOARD USAGE

APPENDIX C

KEYBOARD USAGE

The cursor is a small blinking square or underline character (_) that appears at the spot where you begin typing in your response to a menu selection or data entry field. It appears at different locations on different screens, depending on the format of a particular screen. When you communicate interactively with the NATICH database, the movement of the cursor is limited to specified entry fields. The prompts on the screen guide you with menu selections and labeled fields. You will only need to use a limited number of function keys.

The chart below describes certain keyboard functions important to the NATICH database. The exact key you need to press to perform these functions depends on the keyboard and emulator you are using. Commonly used keys are listed. A dash (-) between two keys indicates that you must press and hold the first key while you press the second key.

Function	Commonly Used Keys*
Moves cursor forward from one field to the next field.	TAB CTRL-I
Moves cursor backward from one field to the previous field.	SHIFT-TAB SHIFT - CTRL-G
Submits input on menus and responses to prompts.	RETURN ENTER TRANSMIT
Unlocks screen and frees cursor to continue when there is a communications problem.	CTRL-R
Moves cursor to the right without deleting characters (nondestructive space forward).	—> (or terminal equivalent)

Function	Commonly Used Keys*
Moves cursor to the left without deleting characters (nondestructive space backspace).	<— (or terminal equivalent)
Moves cursor one line up (in a narrative text only).	↑ (or terminal equivalent)
Moves cursor one line down (in a narrative text only).	↓ (or terminal equivalent)
Moves cursor to the right, deleting character at the position of the cursor.	Space Bar
Moves cursor to the left, deleting character at the position of the cursor.	BACKSPACE <——— RUBOUT CTRL-H

*These keys are programmed to work as indicated for some computer keyboards and emulator packages. Consult your hardware and software users manuals to determine which keys will work for you.

APPENDIX D

IF YOU HAVE A PROBLEM

APPENDIX D

IF YOU HAVE A PROBLEM

This appendix describes several common problems which you may encounter. If, after trying the solutions suggested here, a problem persists, contact:

1. EPA User's Support (919) 541-7862
   (The computer will not accept your password or user ID.)

2. EPA Telecommunications (919) 541-4506
   (You are unable to connect with the EPA computer or there is excess noise on the line.)

3. EPA Clearinghouse Staff (919) 541-5519 FTS 629-5519
   John Vanderberg, Beth Hassett, or Nancy Riley
   (If you see on-screen messages such as "Security Violation Detected" or any problem not specified above.)

LOGGING ON

At times you may encounter difficulties logging onto the computer. Your computer and software package will have a procedure to move you back to a point at which you can redial. For example, with the Hays Smart Modem or a Hayes-compatible smart modem, you can follow these steps:

- Enter "+++".

When you see "OK" appear on the screen,

- Enter "ATH0" and "RETURN".

Now you can redial your TYMNET number.

BUMPED OUT OF THE DATABASE

If you are entering data in the NATICH database and suddenly see a blank screen with a "NEXT" prompt, you have exited the NATICH programs and must reenter or log off.

- To reenter, enter "NATICH" and press the "RETURN" key.

You will come back to the HOME MENU.

- To log off, enter "FIN" instead of "NATICH" and continue with the log off procedures.

If you encounter a blank screen or a screen with a "READY" prompt, you have exited the database and the library in which it is housed. To reenter:

- Enter "NATP" and press the "RETURN" key.

You next see a blank screen with a "NEXT" prompt.

- Enter "NATICH" and press the "RETURN" key.

Again you will come back to the HOME MENU.

If you are bumped off the system while entering data, any data you entered without (1) transmitting to save and (2) seeing the confirmation message: "You have successfully saved the screen shown above" will be lost. These data should be reentered.

DISCONNECTED FROM THE EPA COMPUTER

If you are disconnected from the EPA computer, you will see a message saying "DISCONNECTED". You can reestablish your connection and return directly to the screen on the terminal when the disconnection occurred. You do not

have to redial TYMNET and repeat the log on. The steps to proceed to reestablish the connection will vary depending on your computer and emulator package. Consult your hardware and software users manuals.

SCREEN LOCKED

If you can't move your cursor, the screen has become locked. This might occur as a result of poor communications or because the computer cannot interpret what you have keyed in. To free the cursor:

- Enter "CTRL-R".

When the screen is cleared, you can continue.

CURSOR OUTSIDE DEFINED FIELD

If your cursor moves outside of a defined data entry field and becomes "locked":

- first press "CTRL-R" to free the cursor, and
- use the "TAB" or "REVERSE TAB" key to move the cursor back into an input field.

Now you can continue.

"GARBAGE" ON SCREEN

If random characters suddenly appear on your screen, it is probably caused by poor communications. To remove the "garbage" from the screen:

- Press "CTRL-R" to free the cursor.

If you are on a menu screen, you will be able to proceed. However, if you are on a data entry screen and there is "garbage" in an input field:

- Use the "TAB" key to move to the Selection prompt.

- Enter "E" to Escape.

You will return to a Parent Menu, from which you can proceed back to the data entry screen to enter data. This will avoid the inadvertent entry of "garbage" data into the database.

If the problems persists, you may want to exit from the database, log off, and log back on. Your new connection may be improved.